

April 8, 2002

The Honorable Sue K. Dudley
Clerk of the Circuit Court
County of Highland

Board of Supervisors
County of Highland

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Highland for the period January 1, 2001 through December 31, 2001.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no material weaknesses in the internal controls. However, we noted noncompliance with state laws, regulations, and policies that the Clerk needs to address as described below.

Improve Accounts Receivable Management

In all eight unpaid cases tested, we found the Clerk had not recorded judgments in the Judgment Lien Docket Book for up to 12 days after case disposition. Section 8.01-446 of the Code of Virginia requires the Clerk to record unpaid fines and costs in the Judgment Lien Docket "without delay." The Clerk should promptly record all unpaid fines and costs in the Judgment Lien Docket Book, which will help maximize collection efforts.

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We discussed these comments with the Clerk on April 10, 2002 and we acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK/cam

cc: The Honorable Duncan M. Byrd, Jr., Chief Judge
William B. Huffman, Treasurer
Bruce Haynes, Executive Secretary
Compensation Board
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
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